



Office of Children and Family Services

2016 CONNECTIONS Build

Intake Checklist Foster Care Notification Foster Home Identification

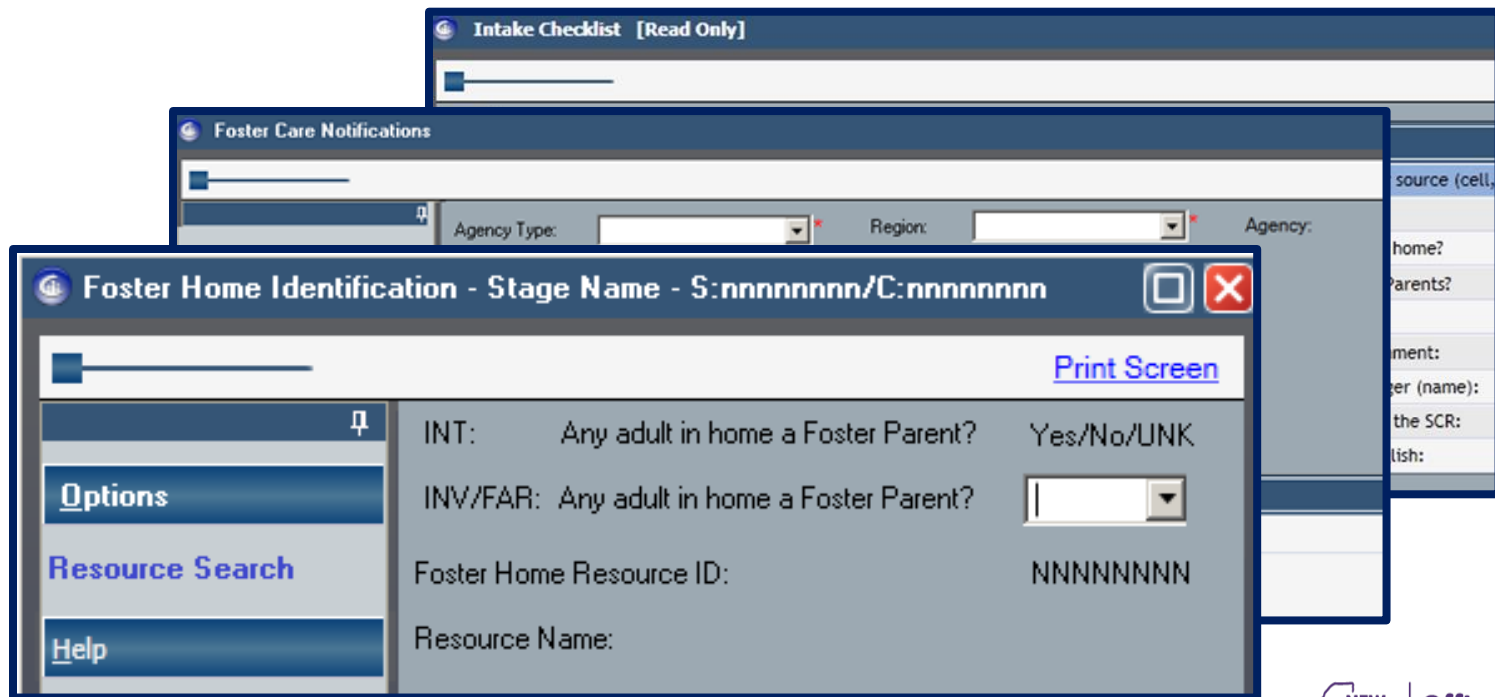
October 12, 2016

New Windows and Business Function *Implemented in Two Phases*

- New Intake Checklist Window
- New Foster Home Identification Window
- New Foster Care Notification Window
- New View Foster Care Notification
Security Business Function

Overview

This fall, beginning with the new Intake Checklist, new windows will be added to CONNECTIONS to support the identification and notification of foster parents involved in a CPS Intake (INT), Investigation (INV), or Family Assessment Response (FAR) stage.



PHASE 1

New Intake Checklist

The Intake Checklist window will be used by the Statewide Central Register (SCR) Intake window as part of the existing Intake process. The checklist contains a series of topics that must be addressed for all CPS Intakes, with the exception of Information & Referral, and Special Requests. It is available in an Additional Information (INT ADD) stage, but is not required.

Comments	Comment Required	Actions
✓	Y	Alternative contact information for source (cell, home, etc.):
	N	Safety concerns for CPS:
	N	Is there a day care operated in the home?
	N	Are any adults in the home Foster Parents?
✓	Y	CPS History and Possible PIDs:
	N	Clarification of jurisdictional assignment:
	N	Consulted with supervisor or manager (name):
	N	Law Enforcement referral made by the SCR:
✓	Y	Primary Language if other than English:

867-5309

Comments:

Print Screen

Response
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> UNK
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UNK

Once the CPS Intake is saved and assigned, the Intake Checklist **will be available for viewing and printing as part of the Intake report.**

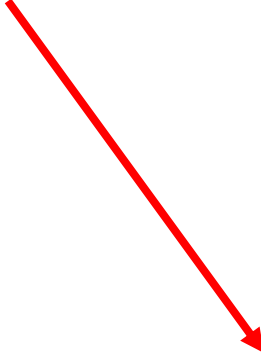
Staff from State and Local Districts with access to CPS Intakes will be able to view and print the Intake Checklist.

Some of the topics will be standard and others will be based on specific allegations, such as a Educational Neglect and Fatality.

- ✓ *Safety concerns for CPS:*
- ✓ *Is there a day care operated in the home?*
- ✓ *Are any adults in the home Foster Parents?*
- ✓ *CPS History and Possible PIDs:*
- ✓ *Clarification of jurisdictional assignment:*
- ✓ *Consulted with supervisor or manager (name):*
- ✓ *Law Enforcement referral made by the SCR:*
- ✓ *Primary Language if other than English:*
- ✓ *Child has an IEP: question will exist only if there is an allegation of Ed Neglect existing in the allegation list grid.*



Notably, one of the questions will be,
“Are any adults in the home Foster Parents?”



Actions
Alternative contact information for source (cell, home, etc.):
Safety concerns for CPS:
Is there a day care operated in the home?
Are any adults in the home Foster Parents?
CPS History and Possible PIDs:
Clarification of jurisdictional assignment:
Consulted with supervisor or manager (name):
Law Enforcement referral made by the SCR:
Primary Language if other than English:



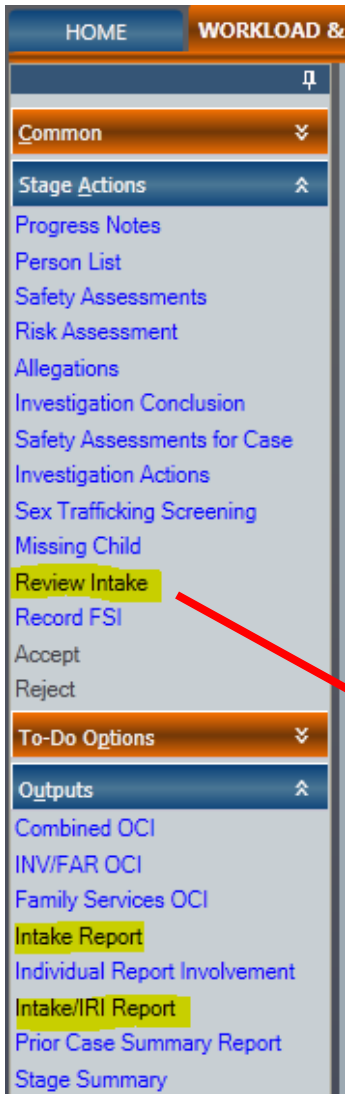
Intake Checklist [Read Only]

867-5309

Comments:

Comments	Comment Required	Actions
✓	Y	Alternative contact information for source (cell, home, etc.):
	N	Safety concerns for CPS:
	N	Is there a day care operated in the home?
	N	Are any adults in the home Foster Parents?
✓	Y	CPS History and Possible PIDs:
	N	Clarification of jurisdictional assignment:
	N	Consulted with supervisor or manager (name):
	N	Law Enforcement referral made by the SCR:
✓	Y	Primary Language if other than English:

A “Y” or “N” will display when comments are required. A red checkmark will display when comments exist for a question. This is similar to the CPS Risk Assessment.



HOME WORKLOAD &

Common

Stage Actions

Progress Notes

Person List

Safety Assessments

Risk Assessment

Allegations

Investigation Conclusion

Safety Assessments for Case

Investigation Actions

Sex Trafficking Screening

Missing Child

Review Intake

Record FSI

Accept

Reject

To-Do Options

Outputs

Combined OCI

INV/FAR OCI

Family Services OCI

Intake Report

Individual Report Involvement

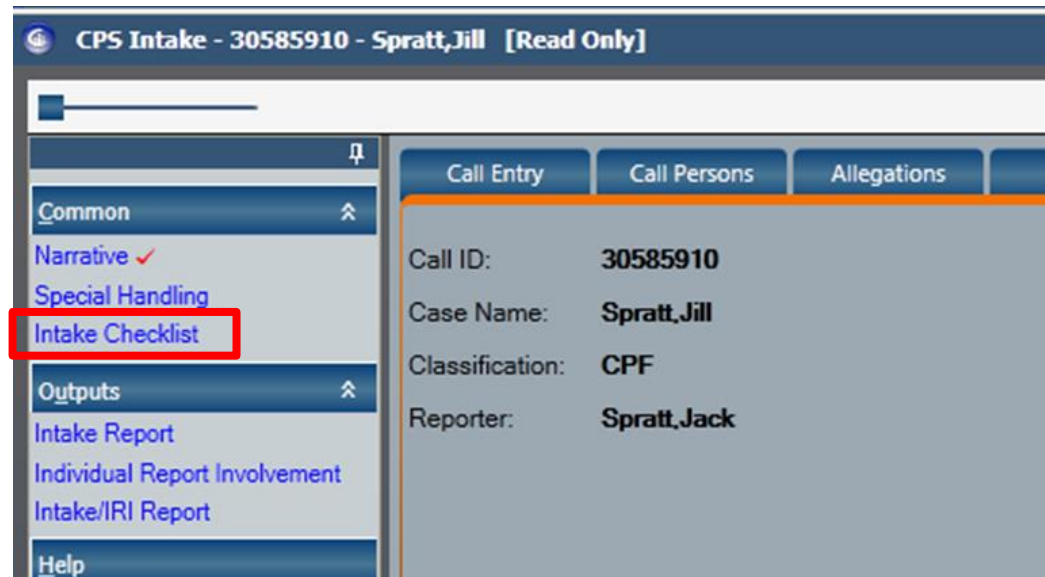
Intake/IRI Report

Prior Case Summary Report

Stage Summary

Once the CPS Intake is saved and assigned, the questions and responses will be available for viewing and printing as part of the Intake Report.

To access the Intake Checklist window, click the Review Intake link under Stage Actions.



CPS Intake - 30585910 - Spratt, Jill [Read Only]

Call Entry Call Persons Allegations

Common

Narrative ✓

Special Handling

Intake Checklist

Outputs

Intake Report

Individual Report Involvement

Intake/IRI Report

Help

Call ID: 30585910

Case Name: Spratt, Jill

Classification: CPF

Reporter: Spratt, Jack

Output - Intake Report

OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD PROTECTIVE SERVICES
INTAKE REPORT

CASE NAME : Spratt,Jill
MERGE TO CASE ID :
INTAKE CASE ID : 26299470
CALL/INTAKE STAGE ID : 30585910

SAFETY FACTORS

Caretaker is unable/unwilling to meet child's basic needs for food, clothing, shelter and/or medical care.

INTAKE CHECKLIST

Alternative contact information for source (cell, home, etc.):

Comments: 867-5309

Safety concerns for CPS:

Is there a day care operated in the home?

Are any adults in the home Foster Parents?

Comments:

CPS History and Possible PIDs:

Comments: Mother may have been involved in a closed CPS case as the aunt.

Law Enforcement referral made by the SCR:

Primary Language if other than English:

Comments: Canadian French and Pennsylvania Dutch.



Current Alerts Expanded

Right now, alerts are sent to workers with a role in an open FSI or FSS stage when a CPS report is made on a person in common *within the same case (same case number) as the FSI or FSS stage.*

In the first phase of this Build, these *alerts will be expanded to persons in common in any open FSI and FSS stage.*

Please refer to 16-OCFS-ADM-13, Requirements Relating to CPS Reports Involving Foster Parents, for regulatory and policy requirements.



PHASE 2

New Foster Home Identification Window

Foster Home Identification - Stage Name - S:nnnnnnnn/C:nnnnnnnn

[Print Screen](#)

Options	INT: Any adult in home a Foster Parent?	Yes/No/UNK
Resource Search	INV/FAR: Any adult in home a Foster Parent?	<input type="text"/>
Help	Foster Home Resource ID:	NNNNNNNN
	Resource Name:	

[Save & Close](#) [Reset](#)

Anyone with access to the open INV or FAR stage will be able to use the new Foster Home Identification window to enter, update, or correct information concerning foster parents in the home.

The window will be accessed by selecting the Foster Home Identification link under Stage Actions. Once the CPS or FAR stage is closed, the window will no longer be modifiable.



Image
placeholder

Foster Home Identification window will be available to anyone with access to the stage. CPS and FAR workers should have access to step-by-step instructions provided in the forthcoming Quick Start Guide.

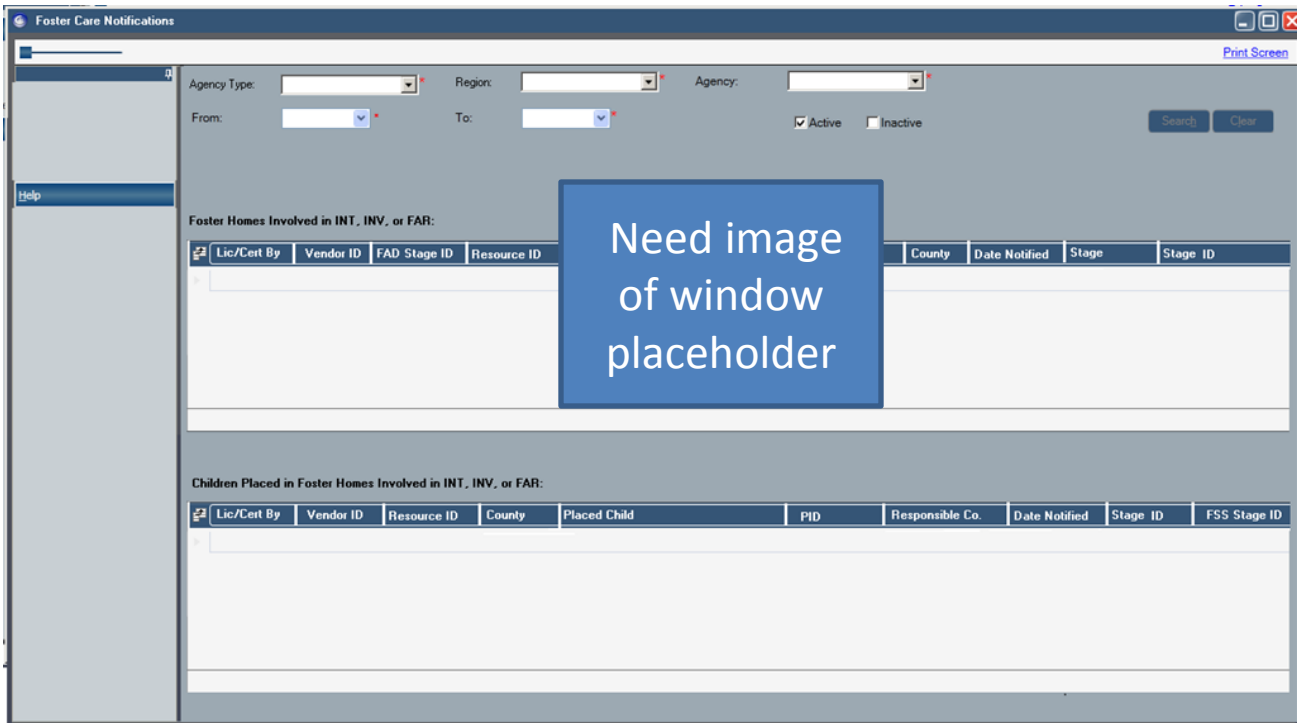
New Foster Care Notification Window

The new Foster Care Notification window will provide information about children in foster care placements who are placed in the home of a person involved in a CPS Intake, Investigation, or FAR stage.

Need image of Search/Maintain
drop-down with link
placeholder

This window will be accessed from the Search/Maintain drop-down menu.


The window will ***only be available to users with the new View Foster Care Notification Business Function***. The Business Function will be available to state office, local district, and voluntary agency employees. State offices, local districts, and voluntary agencies must identify and provide appropriate staff with the new business function.



Available Preparation and Support

16-OCFS-ADM-13

For information about existing regulatory and policy requirements relating to reports of suspected child abuse or maltreatment involving certified or approved foster parents.



Andrew M. Cuomo
Governor

Office of Children and Family Services
52 WASHINGTON STREET
RENSSELAER, NY 12144

Administrative Directive

Sheila J. Poole
Acting Commissioner

Transmittal:	16-OCFS-ADM-13
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies Strategic Planning and Policy Development
Issuing Division/Office:	
Date:	June 17, 2016
Subject:	Requirements Relating to CPS Reports Involving Foster Parents
Suggested Distribution:	Directors of Social Services Child Welfare Supervisors Foster Care Supervisors Child Protective Services Supervisors Adoption Supervisors

Preparation and Support

CONNECTIONS Weekly Communications

- On the Internet: <http://www.ocfs.state.ny.us/connect>
- On the intranet: <http://ocfs.state.nyenet/connect>

CONNECTIONS Regional Implementation Staff

CONNECTIONS Regional Implementation staff will provide onsite support.

Quick Start Guide

A Quick Start Guide that describes the new windows, including screenshots and step-by-step instructions, will be available electronically.

CONNECTIONS User Support/Triage

- ocfs.sm.conn_app@ocfs.ny.gov



Recap...

- ✓ New Intake Checklist Window
- ✓ New Foster Home Identification Window
- ✓ New Foster Care Notification Window
- ✓ New View Foster Care Notification Security Business Function

Please contact me if you have questions!

Phone:

Email:

Thank you!